

SAMPLE LETTER FOR USE BY SCHOOLS

NOTE: General Statute does not mandate that this letter, or any other communication on this data collection, be mailed through the U.S. Postal Service. Distribution through student folders or other internal communications means is sufficient.

DATE

Dear Parent or Guardian,

In an effort to ensure that the unique needs of military-connected students are met, Session Law 2014-15 requires the North Carolina State Board of Education/North Carolina Department of Public Instruction to collect information on military-connected students. The goal is to help accommodate these students by providing them with support and consistency when their parents are deployed, when they are transitioning between schools, and at other pivotal times during their academic career.

This mandatory collection starts in the 2015-16 school year. The Session Law 2014-15 that describes this requirement can be accessed at:

<http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H1060v3.pdf> .

To ensure compliance with Session Law 2014-15, please complete the following information:

Is an immediate family member of your child connected to the U.S. Military, including Active Duty, National Guard and Reserves, Retired Military, Disabled Veteran, Veteran or a Federal Civil Service Employee?

“Immediate family member” is defined as a parent, step-parent, sibling, guardian or any other person that would normally live in the same household as the child.

_____ Yes _____ No

If Yes, please complete the information for each family member on the following page.

Example and Options:

<i>Relationship</i>	<i>Branch</i>	<i>Status</i>	<i>Pay Grade (Optional)</i>	<i>Military Installation (Optional)</i>
Father	Army	Active Duty	E-4	Fort Bragg

Branches: Air Force, Army, Coast Guard, Marine Corps, Navy

Status Options: Active Duty, Activated Guard/Reserve, National Guard, Reserves, Retired Military, Disabled Veteran, Veteran, Federal Civil Service, Deceased, Deceased – KIA, Foreign Military

Installation (Optional): The facility where the service member fulfills their duty role in the military.

(e.g. Fort Bragg, NG Raleigh Armory, Knightdale Reserve Center etc.)

Grade (Optional): Enlisted (E-1 through E-9), Officer (O-1 through O-10),

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Warrant Officer (W-1 through W-5)

STUDENT NAME:				
Relationship	Branch	Status	Pay Grade (Optional)	Military Installation (Optional)

(Please return a form for each child in your household)

Please return this form to CONTACT PERSON RESPONSIBLE FOR COLLECTION by DATE.

If you have any questions, please call SUPERINTENDENT OR DESIGNEE at PHONE NUMBER.

Sincerely,

SUPERINTENDENT NAME